

# **CITY OF MANISTEE PLANNING COMMISSION**

## **WORKSESSION AGENDA**

**Thursday, April 28, 2011**

**7:00 p.m.**

**Council Chambers, City Hall  
70 Maple Street, Manistee, Michigan**

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions can be made during a worksession.

### **I Call to Order.**

### **II Worksession Items:**

#### **Waterfront Smart Growth Readiness Assessment Tool**

The City of Manistee Planning Commission has invited members of City Council and the Harbor commission to their April Worksession.

MSU Extension is hosting a Waterfront Smart Growth Readiness Assessment Tool (SGRAT) for the City of Manistee. This focuses on a self-assessment or performance audit, for how the City plans for and manages (zoning) its waterfront areas relative to the Smart Growth Principals.

A component of the Assessment Tool is an exercise that takes about two hours to go through 36 questions. After the assessment a report will be prepared for the City of Manistee Planning Commission.

### **III Adjourn**



## MEMORANDUM

Planning & Zoning  
Community Development  
231.398.2805  
Fax 231.723-1546  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

TO: Planning Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: April 19, 2011

RE: April 28, 2011 – RESCHEDULED Worksession 

Commissioners, attached is a copy of the April 28, 2011 Planning Commission Worksession Agenda. MSU Extension will be hosting a Waterfront Smart Growth Readiness Assessment Tool (SGRAT) for the City of Manistee.

If you are unable to attend the worksession please call me at 398-2805.

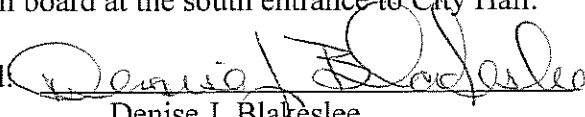
JRR:djb

**NOTICE**  
**City of Manistee**  
**Planning Commission Worksession**  
**Rescheduled**

The City of Manistee Planning Commission Worksession for Thursday, April 21, 2011 has been **rescheduled to April 28, 2011.**

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Wednesday, April 13, 2011 on the on the bulletin board at the south entrance to City Hall.

Signed:


  
Denise J. Blakeslee



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
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## MEMORANDUM

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TO: Planning Commissioners  
FROM:  Jon-Rose  
Community Development Director  
DATE: March 11, 2011  
RE: April Worksession

Commissioners, MSU Extension has offered to host a Waterfront Smart Growth Readiness Assessment Tool (SGRAT) for the City of Manistee. This focuses on a self-assessment or performance audit, for how the City plans for and manages (zoning) its waterfront areas relative to the Smart Growth Principals.

The program is grant funded and needed to be held before the end of April. With this opportunity we have rescheduled the April Worksession from April 21<sup>st</sup> to April 28<sup>th</sup>. Invitations will be set out to other people who would assist in the exercise that takes about two hours to go through 36 questions. After the assessment a report will be prepared for the Planning Commissions consideration as it relates to zoning areas in the City with water frontage.

We wanted to make sure that you had time to get the change of dates on your calendar. As always we thank you for your dedication to the City.

Thank you.

JRR:djb

## **Waterfront Smart Growth Readiness Assessment Tool**

MSU Extension is hosting a Waterfront Smart Growth Readiness Assessment Tool (SGRAT) for the City of Manistee. This focuses on a self-assessment or performance audit, for how the City plans for and manages (zoning) its waterfront areas relative to the Smart Growth Principals.

You have been invited to assist in the exercise that takes about two hours to go through 36 questions. After the assessment a report will be prepared for the City of Manistee Planning Commission to consider as it relates to zoning areas in the City with water frontage.

Please join us:

**Date: April 28, 2011**  
**Time: 7pm**  
**Where: Council Chambers**  
**City Hall**  
**70 Maple Street**  
**Manistee, Michigan**

If you have any questions please contact:

**Jon Rose**  
**Community Development Director**  
**231.398.2805**  
**[jrose@ci.manistee.mi.us](mailto:jrose@ci.manistee.mi.us)**

## Denise Blakeslee

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**To:** Schindler, Kurt  
**Cc:** Jon Rose  
**Subject:** RE: Date Options for Manistee, etc.

Kurt

That is correct – I have the Council Chambers reserved and will talk to Jon about invites.

Thank you!

*Denise Blakeslee  
Planning & Zoning  
City of Manistee  
P.O. Box 358, 70 Maple Street  
Manistee, MI 49660  
(231) 398-2805  
dblakeslee@ci.manistee.mi.us*

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**From:** Schindler, Kurt [mailto:schindl9@anr.msu.edu]  
**Sent:** Thursday, March 10, 2011 10:16 AM  
**To:** Denise Blakeslee  
**Cc:** Breederland, Mark  
**Subject:** RE: Date Options for Manistee, etc.

Dear Denise;

Thank you.

Usually the exercise takes two hours, to go through about 36 questions. To do this we need our computer to be connected to the Internet (so we can access an interactive website at MSU) and to a projector so everyone in the room can see the computer screen. We go through each question one-by-one and answer the questions based on discussion and group consensus. We would need to be able to set up early (about an hour) and to test the connection, etc.

This focuses on a self-assessment, or performance audit, for how the city plans for and manages (zoning) its waterfront areas relative to the Smart Growth principles. So the invitee list might include planning commission, harbor folks, other organizations or people with major waterfront interests (DDA?), city staff that work with those groups.

So a **7pm to 9pm** meeting sounds fine for **Thursday April 28, 2011**. By copy of this email I have let Mark Breederland know so we both have it locked in our calendars. I assume this is in council chambers at the Manistee City Hall, 70 Maple Street.

----kurt

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Kurt H. Schindler, AICP  
Michigan State University Extension  
[schindl9@anr.msu.edu](mailto:schindl9@anr.msu.edu)

231 779 9480 x2  
Schindler's Land Use Page: [www.msue.msu.edu/lu](http://www.msue.msu.edu/lu)

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**From:** Denise Blakeslee [mailto:dblakeslee@ci.manistee.mi.us]  
**Sent:** Thursday, March 10, 2011 7:34 AM  
**To:** Schindler, Kurt  
**Cc:** Jon Rose  
**Subject:** RE: Date Options for Manistee, etc.

Kurt-  
I got a moment at the end of the day with Jon (he was in meetings all day). We would like to schedule the Waterfront SGRAT the evening of April 28<sup>th</sup>. The Planning Commission can re-schedule their Worksession. The question is how much time to you need?  
The PC normally meets at 7:00 but if you need more than 2 hours we can start at 6:00. Please let me know so I can get a notice out to them.  
THANKS!!

Denise

*Denise Blakeslee  
Planning & Zoning  
City of Manistee  
P.O. Box 358, 70 Maple Street  
Manistee, MI 49660  
(231) 398-2805  
[dblakeslee@ci.manistee.mi.us](mailto:dblakeslee@ci.manistee.mi.us)*

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**From:** Schindler, Kurt [mailto:schindl9@anr.msu.edu]  
**Sent:** Wednesday, March 09, 2011 11:57 AM  
**To:** Jon Rose; Denise Blakeslee  
**Subject:** FW: Date Options for Manistee, etc.

Dear Jon and Denise;

Jon getting my emails yet?

Below are a list of dates for which we are both available and can schedule a Waterfront SGRAT with the City of Manistee. We are not holding these available dates and they have been shared with others, so it is first-come-first-serve.

-----kurt

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Kurt H. Schindler, AICP  
Michigan State University Extension  
[schindl9@anr.msu.edu](mailto:schindl9@anr.msu.edu)

231 779 9480 x2  
Schindler's Land Use Page: [www.msue.msu.edu/lu](http://www.msue.msu.edu/lu)

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**From:** Breederland, Mark  
**Sent:** Wednesday, March 09, 2011 11:53 AM  
**To:** Schindler, Kurt  
**Subject:** Date Options for Manistee, etc.

Kurt – here's the subset of dates that work fine for me:

For a daytime meeting  
March 25, 29, 31 ALL GOOD  
April 11 GOOD  
April 25, 28, and 29 ALL GOOD

For an evening meeting:  
March 28, 30, 31 ALL GOOD  
April 24, 28 BOTH GOOD

Thanks, Mark.

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**From:** Schindler, Kurt  
**Sent:** Wednesday, March 09, 2011 11:50 AM  
**To:** Breederland, Mark  
**Subject:** FW: Send email again

Dear Mark;

See below. Can you give me dates for Mansitee Waterfront SGRAT?

-----kurt

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Kurt H. Schindler, AICP, Regional Land Use Educator  
Michigan State University Extension  
[schindl9@anr.msu.edu](mailto:schindl9@anr.msu.edu)

Schindler's Land Use Page: [www.msue.msu.edu/lu](http://www.msue.msu.edu/lu)  
MSUE Land Use Team: [http://www.msue.msu.edu/portal/module\\_detach.cfm?module\\_column\\_map\\_id=553147&portal\\_id=25643](http://www.msue.msu.edu/portal/module_detach.cfm?module_column_map_id=553147&portal_id=25643)  
MSU Extension Expert Search: <http://people.msue.msu.edu/>

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**From:** Denise Blakeslee [mailto:[dblakeslee@ci.manistee.mi.us](mailto:dblakeslee@ci.manistee.mi.us)]  
**Sent:** Tuesday, March 08, 2011 3:12 PM  
**To:** Schindler, Kurt  
**Cc:** Jon Rose  
**Subject:** RE: Send email again

Kurt-

Jon and I discussed this request when I got back from Planning Lunch. Jon would like to take this to the Planning Commission at their Worksession on April 21<sup>st</sup>. We would invite others to the Worksession as needed.

Would that work for your people?

Let me know and I will put it on the agenda. Thank you for the follow up!

Denise

*Denise Blakeslee*  
*Planning & Zoning*



*City of Manistee*  
*P.O. Box 358, 70 Maple Street*  
*Manistee, MI 49660*  
*(231) 398-2805*  
*[dblakeslee@ci.manistee.mi.us](mailto:dblakeslee@ci.manistee.mi.us)*

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**From:** Schindler, Kurt [mailto:[schindl9@anr.msu.edu](mailto:schindl9@anr.msu.edu)]  
**Sent:** Wednesday, March 02, 2011 1:07 PM  
**To:** Jon Rose  
**Cc:** Denise Blakeslee  
**Subject:** RE: Send email again

*Dear Jon;*  
*Here it is.*  
*----kurt*

Sent: 2/25/2011 4:45pm  
Dear Jon;

At the last zoning meeting at MSUE in Manistee we spoke of coming to do a Waterfront Smart Growth Readiness Assessment with Manistee City. You indicated the desire to do so and would get back to me with dates.

To remind you this is a one time-meeting with the people you feel appropriate to invite, where we use the Waterfront Smart Growth Readiness Assessment Tool (SGRAT) to conduct a self-evaluation/performance audit for planning and treatment of the city's waterfront. The discussion of the group in answering questions in the SGRAT is the first part, of value of doing so. Afterwards we provide you with a report of the results which includes resources and suggestions for follow up. Later (after we have done with a sufficient number of communities in Michigan) we will provide the city with some benchmark measures so the city can compare performance with averages and ranges of others.

Normally there is a cost for this program. However right now we have funding to do this with six to ten pilot communities for no cost. Part of the purpose of doing it at no cost is so we can test and evaluate the Waterfront SGRAT, hear your community's suggestions to improve it, and then incorporate those changes in the final SGRAT system. We can do this with just the City, or it can be done jointly with the city and one, two, or more contiguous municipalities.

If you/the City of Manistee is still interested, I would need to have a date set to do the exercise during March, April, or first part of May. Scheduling will be a challenge, but between Mark Breederland or myself (or both) we should be able to accommodate a number of dates.

Please let me know.

-----kurt

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Kurt H. Schindler, AICP, Regional Land Use Educator  
Michigan State University Extension  
[schindl9@anr.msu.edu](mailto:schindl9@anr.msu.edu)

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MSU Extension Expert Search: <http://people.msue.msu.edu/>

-----Original Message-----

From: Jon Rose [<mailto:jrose@ci.manistee.mi.us>]

Sent: Tuesday, March 01, 2011 8:51 AM

To: Schindler, Kurt

Subject: Send email again

Regards,  
Jon Rose